

TEEN PROGRAMS COORDINATOR

GRADE: 20

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Teen Program Coordinator performs intermediate professional and administrative work planning, coordinating, and developing activities and services for all ages, with emphasis on programs for teens. The class requires proactive contacts both within and outside the department and City to explain specialized matters, occasional contacts with officials at higher levels, and continuous contact with the public. The work requires moderate physical demands when working on site of the programs and the working conditions are generally good. The work is subject to general policy direction, practices and procedures covered by precedents, and is subject to general supervisory review by a Recreation Programs Supervisor. The incumbent participates with others in program development, service delivery and supervision of temporary and seasonal staff.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Works with civic groups, parent/student groups and other community organizations in determining recreational service needs/desires and implements programs which satisfy those needs in a cost effective manner.
- Coordinates the gathering and analysis of information related to recreational needs/desires and relates this data to budget preparation and evaluation.

- Provides direct leadership and supervision for various programs, including dances, trips and other programs.
- Works with department staff to develop and implement programs and systems for managing programs.
- Works with community and citizen interest groups, recreation councils, etc. to determine the best utilization of facilities for teen and other programming.
- Develops timely public service, promotional and informative compositions for the quarterly recreation brochure, city newsletter, and other media.
- Recruits, selects, trains, and evaluates part-time and volunteer staff.
- Gathers information pertaining to new developments in the field of recreation and applies these methods and practices to professional guidance and training for subordinate employees, volunteers, etc.
- Assists in the coordination of Summer Camp programs.
- Administers the City Teen Program.
- Coordinates and administers "Initiative for youth" program.
- Implements comprehensive programs at the teen center facility.
- Coordinates requests for inclusion in all recreation programs.
- Coordinates volunteer applications.
- Coordinates van use among Recreation & Park staff.
- Performs related work as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a graduation from an accredited college or university with major course work in recreation, physical education, or an appropriate related field, plus two years of progressively responsible experience in recreation administration.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of and appreciation for the objectives and principles of a planned and diversified recreation program appealing to teens and other age and interest groups.
- Considerable knowledge of the organization, development and operation of a diversified recreation program.
- Ability to administer such a program within general policy guidelines and budgetary limitations.
- Ability to make decisions recognizing established precedents and practices, and to use resourcefulness in meeting new situations.
- Ability to establish and maintain effective working relationships with persons and groups interested in recreation, associates and other employees and departments, and the general public.

- Ability to stimulate staff to maintain a high level of quality and creativity in their daily work.